

AdMatch System Technical Clarification - 1: Staff Upload

Subject: Admin/Reporting Building (Field 4) Vs: Building (Field 19)

Background:

There is some confusion around the two fields listed above, and uploading staff data in general. This paper attempts to address 1) what is the difference between the two seemingly similar fields, and 2) what identifies a unique staff member in the system.

1) What is the difference between Admin/Reporting Building (Field 4) and Building (Field 19) in the staff data upload file?

Admin/Reporting Building (Field 4) is a user defined alpha numeric field that is used to identify where a staff member reports to administratively. It is meant to tie a person to a number, name or something administratively unique. It is not necessarily a physical location, but a reporting ID. It is part of what uniquely identifies a staff member. This is used by the “Building Detail” report to group staff together by the school district’s choice of coding.

The building referred to in Field 19 is the building tied to the individual contracts. It is the physical location where the work takes place. This is used by the “A19 Backup By Building” report to show where the funds proportionately should be re-distributed.

2) What identifies a unique staff member in the AdMatch system?

Since we do not track SSN, or any single ID field, the system uses a series of fields to uniquely identify a staff member. The 4 fields used to accomplish this are as follows:

Fields 1-4 in the upload file are the unique key for identifying staff.

- 1) Last name
- 2) First name
- 3) Middle initial
- 4) Admin Building – Described above.

Note:

If you upload or enter the same staff member into the system with 2 different admin buildings, the system sees them as 2 different individuals. This situation can and probably will cause issues when entering time because the district will perceive this as a duplicate of the person, and could wind up assigning time to both staff entities.